

Liss Infants School

Full Governing Body Meeting

Monday 12th December 2008 from 6.45pm

MINUTES

1 Welcome and Apologies for Absence

Action

Attending:

A Dabson – Chairperson (ARD)

D Cox (DC)

L Grimes (LG)

A Sealey (AS)

Andrea Cuthbert (AC)

I Woolloff (IW) – *attended late*

T Offer – Headteacher (TO)

M Hipsey (MH)

Rev J Pinder (JRP)

S Roche (SR)

Carmen Alemparte (CA)

Apologies:

D Cox (DC)

J Priddle (JEP)

In attendance:

J Riding (Clerk)

- 2 ARD introduced two new governors, Andrea Cuthbert (Teacher Governor) and Carmen Alemparte (Parent Governor). The existing governors introduced themselves. "Buddies" were allocated for the new governors; AS for Andrea and LG for Carmen, to help them settle in to their new role. Allocation of specific roles will be made at the next meeting although it was noted that AC has already attended the Resource Committee meeting.

3 Declaration of Pecuniary Interests

ARD explained what pecuniary interests were – and that the declaration was extended to include any conflicts of interest. No further declarations were made.

4 Minutes for the Full Governing Body Meeting – 22 September 08

The governors accepted the minutes as a true and accurate record and these were signed by the Chairman.

5 Matters Arising

- A Governor Vacancies. Although two have been filled, there are two vacancies remaining. One community and one parent. The recent appeal for parent governors created enquiries, but only one parent progressed that interest. *IW joined the meeting at this point – 18.55hours.*

The governors discussed ways in which people could be encouraged to join the governing body. It was noted that the Junior School is also struggling to fill vacancies and that perhaps progressing the idea of a joint governor, which would promote open communication with the Junior School, should be revisited. TO noted that the Governing Body had previously held an open evening for parents and that this had probably encouraged parents to become involved. The vacancies will be re-advertised in the new term. It was agreed that SR's suggestion that the children design a flyer for circulation would be progressed.

ARD/TO

- B Governors' Newsletter. ARD thanked LG and SR for doing an excellent job of this.

- C Resources Committee TOR. The suggested changes had been made and this was agreed as in place from 8th December with review scheduled for Autumn Term 2010.
- D Junior School Meeting. ARD and TO reported back on the content of the meeting held recently. There were many areas of common interest (for example car parking and bus services) and positive suggestions for ways in which the schools could work together. This included a shared open day, which would promote the "full package" or shared WGB training sessions.

The Junior School use a software package, developed by a parent governor, which allows shared access to common documents, for example policies and procedures. LG advised that something similar could be set up for the Infant School using a standard web based facility and it was agreed that LG would progress this further.

LG

JRP noted that working more closely with the junior school may help to prevent "double booking" of event dates, particularly when timescales are restricted (ie carol services). It was recognised that there are limited opportunities to arrange some events without infringing on the other school – e.g. the Harvest Festival. Nevertheless TO agreed that she would continue to try to ensure this "double booking" was avoided and to make individual arrangements where possible.

The Junior School had been amenable to TO's request to move the boundary fence to enable a new "Wendy House" to be set up for Year R.

ARD and TO felt that this meeting, the first involving both Headteachers and GB Chairpersons had been very positive and that they would continue.

6 Budget Revision

The Resources Committee meeting in November will report in detail to the FGB meeting in January. As DC was unexpectedly unavailable, ARD outlined the revisions and proposed that the governors accept them. This was agreed.

The details are:

Total Income	609,428	616,280
Expenditure	623,936	627,034
Surplus/Deficit	(14,508)	(10,754)
2007/8 B/F	15,541	15,541
Balance (Contingency)	1,033	4,787

7 School Development Plan

TO talked through the SDP documents that had been circulated prior to the meeting. this is revised regularly to reflect the constantly changing priorities. At this time, Speaking and Listening is a key focus, as it deals with children's ability to concentrate and process instruction. When asked what could be done, TO outlined the strategies currently being used and others that were available and could be considered. In particular, Year R are presenting a wide range of S&L concerns. This is not exclusive to LCI, many schools are reported similar issues.

Tracking results shows that good progress is being made in Maths, but we need to look at why this cohort specifically have had difficulties in this area. Brenda will be focussing on numeracy strategies now that the literacy strategies are bedding in. As always, changes to the curriculum and each individual cohort will naturally impact on results.

Although the introduction of assessing and noting data at Foundation Stage was instigated explicitly without the intention that this information be used to calculate progress, recently this has been used, for example by Ofsted and SIP. TO intends to discuss this in detail with the new SIP in the new term.

The document was still draft form, as staff and subject managers are being consulted on the content. The success criteria are very ambitious, but they are expected to challenge and stimulate development. LG asked if they were too high and therefore "setting up failure". TO stated that they needed to be aspirational rather than ineffective motivators. ARD added that monitoring will highlight any areas for concern which can then be addressed by adjusting expectations or instigating other initiatives. MH agreed that this was important.

ARD questioned the costs for supply days, were these included in the budget figures. TO advised that this was the case and that it was hoped she could provide cover in most instances. MH noted that there needed to be detailed breakdown of the allocation of PTA monies and School funds.

ARD invited governors to make further comment of query; none were raised. Governors were then allocated to monitor specific areas of the SDP, as follows: JRP to writing; IW to Assessment 7 tracking and SR/ARD to Maths development.

It was agreed that TO would arrange for a copy of the SDP to be electronically copied to all governors. **TO**

ARD thanked TO for a comprehensive plan.

8 Education Improvement Partnership

LCI have been invited to join the East Hants EIP. ARD advised governors that this takes governors out of individual schools and shares responsibility for children over a wider area. TO is a member of the Steering Group elected from the initial meeting for consultation. Specific detail on the role and is limited at present as it is still in the development stages, but this initiative is fully backed by HCC. The governors had a frank and lively discussion about the merits and issues raised by this initiative.

ARD asked governors to vote, in principle and subject to more information, to progress this initiative. LG seconded the proposal. The vote was carried by majority, with just one governor disagreeing.

It was agreed that TO would advise the steering committee of the basis on which agreement in principle has been made and to feedback the points raised in the governors' discussion on the merits and concerns of committing to the EIP, in particular concerns about governance and how disputes and conflicts of interest would be resolved. **TO**

9 SEN Report (verbal)

Hard copy of this will be forwarded with these minutes. SR reported on the Accessibility meeting held in November and the progress of action points which are detailed in her written report. The National Audit had been undertaken and was very positive. ARD asked for questions and MH asked it be noted that SR had done very well in this area.

It was agreed that ARD/SR would liaise to circulate written report. **ARD/SR**

10 School Visits

JRP – visited “Seals” just after they had visited him at St Mary’s which meant he had some very interesting feedback on their trip.

SR – visited “Penguins” and joined them for lunch. Whilst with them she had observed auxiliary staff enforcing stereotypical play and asked that auxiliary staff be trained in this area.

ARD and LG had attended the morning of Inset day on able children led by Tony Hurlin. This had been extremely good and thought provoking. In the afternoon they attended a workshop on TASC which added to their understanding of how this is used in lesson planning.

ARD suggested that more governors should take the opportunity to attend future Inset days.

MH and ARD were due to visit school to undertake the HT performance review with Adele Glenn. Unfortunately this had been deferred due to illness and will be rearranged.

MH/ARD

11 Training

Booklets relating to training were circulated to all governors. ARD explained that new governors will be invited to attend an induction training session and that all other training should be booked, using the school number 2291 for reference. Courses can be booked using either the Havant or Fleet booklets and are without cost as the school has pre-paid for training courses. Any queries should be addressed to SR.

12 Correspondence

The following were distributed/discussed.

- Impact of Evaluation of WGB Training – ARD to complete and send back.
- N&E Hampshire Governors Forum Minutes – nothing material noted.
- Document relating to clawback of excessive school balances – LCI not affected.
- Hampshire Children and Young Person’s Pan 2009/2012. ARD described this as aspirational and holding lots of statistical information. Passed to AS.
- Guide to Law disk – distributed to all governors.
- Governor’s Newsletter
- Training Booklets

ARD

ARD asked governors if there were any other questions or topics to be covered. No further business was raised and the meeting was closed.

**Time and Date of Next Meeting
Monday 26 January 2009 from 6.45pm**

The meeting was closed at 20.30 hours.